

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:04 p.m. on Monday, April 9, 2012 at North Torrance Library.

2. ROLL CALL

Present: Commissioners Perkins, Ravine, Sargent,
Wasserman, Wengrow, and Chairperson Stapleton.

Absent: Commissioner Ross.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki,
Senior Librarian Frame, and
Youth Services Librarian Higley.

3. FLAG SALUTE

Commissioner Sargent led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Wengrow moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ross).

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF MARCH 12, 2012

MOTION: Commissioner Sargent moved for the approval of the March 12, 2012 Library Commission meeting minutes as presented. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ross and with Commissioner Wasserman abstaining).

6. NEW BUSINESS

6A. NORTH TORRANCE STAFF REPORT

Chairperson Stapleton noted that written reports from Senior Librarian Frame and Youth Services Librarian Higley were included in agenda packets.

Senior Librarian Frame highlighted the new addition to the library, noting that they have received many favorable comments from the public. He noted that the Library is much quieter now and that the addition gives the building a much more open feel.

Responding to Commissioner Ravine's inquiry, he stated that the continuing storytime in the adjacent park room helped library use to remain constant after this most recent closure.

Commissioner Sargent asked if storytimes require sign-ups and Senior Librarian Frame stated that it is on a first come, first serve basis.

In response to Commissioner Wasserman's inquiries, he explained how branch libraries acquire essentially the same collections, although they are in part tailored to the local areas. He further described the process that branches use to assess and accept donations, stated that the bike rack has been ordered, and that parking would continue to be challenging due to space restrictions.

Chairperson Stapleton noted the constant flux in staffing and Senior Librarian Frame stated that since the remodel it has fortunately been more consistent.

Staff discussed the role of branch libraries as Area Disaster Centers, noting that North Torrance staff recently conducted a drill for those duties.

6B. FRIENDS OF THE LIBRARY

Teresa Covey announced a Friends hardback book sale on April 27-28, 2012.

6C. YOUTH COUNCIL

Commissioners Perkins and Sargent stated that they enjoyed the April 7, 2012 Pancake Breakfast at the ATTIC.

7. OLD BUSINESS

7A. OUTREACH REPORT

City Librarian Theyer invited Commissioners to participate in two upcoming Library outreach events: the YMCA's Healthy Kids Day at the YMCA on April 28 and the Trifecta Fair at the City Yard Open House on June 9.

Commissioner Wasserman reported speaking to several parents in parks and during park cleanups about the Library. He relayed compliments he received regarding the iPhone application.

Commissioner Ravine discussed his participation in Legislative Day with Senator Lieu's office and mentioned that he also attended a focus group at Henderson Library.

Commissioner Perkins stated that she attended the Pancake Breakfast and also attended the legislative visit with Senator Lieu's office.

Commissioner Sargent stated that she attended a focus group at North Torrance Library, legislative visit with Senator Lieu's office, craft fair, Library's safari photo program, and Pancake Breakfast.

7B. CITICABLE UPDATE

Commissioner Ravine reported that he spoke with Hope Witkowsky who suggested that he contact one of the CitiCABLE producers. He stated that he would keep the Commission updated once he has made contact.

7C. ATTENDANCE AT AMERICAN LIBRARY ASSOCIATION CONVENTION

Chairperson Stapleton distributed the Commission's Budget Performance Report for fiscal year to April 9, 2012 and noted that there are sufficient funds in the

Commission budget if a Commissioner is interested in attending the ALA Convention on June 21-26 in Anaheim.

Commissioner Ravine noted that the program has been posted on-line and he did not see anything that would be of interest to Commissioners.

Following a brief discussion, it was decided that the event is geared more for professionals and that the Commission would not participate this year.

City Librarian Theyer described a free on-line advocacy course "Turning the Page" that may be of interest to the Commission, and offered to put more information about the course on the next agenda.

7D. CITY AND STATE BUDGET REPORTS

City Librarian Theyer noted that her report on the City of Torrance budget and California State Budget was included in agenda materials.

7E. PART-TIME EMPLOYEE RECOGNITION

Chairperson Stapleton reported that she is working on the invitation for the June 13, 2012 Recognition breakfast and will bring the draft to the next Commission meeting.

7F. CALTAC BOARD TRAINING DEBRIEF

Commissioners discussed the training session for Commissioners on March 31, 2012 at Katy Geissert Library and City Librarian Theyer advised that notes would be attached to the next agenda for further discussion.

Commissioner Wengrow stated that she thought it was an outstanding workshop and that she liked the interaction.

Commissioner Ravine stated that Jane Jones was an excellent facilitator and Chairperson Stapleton stated that she was encouraged by all of the Commissioners' participation.

Commissioner Sargent stated that the training refreshed and rejuvenated the Commissioners and Commissioner Perkins was pleased to note that the Library is already doing almost everything that was recommended.

Commissioner Wasserman thanked Commission and staff for welcoming his son at the workshop. He stated that this was an excellent benchmark and expressed hope that the Commission could participate in another one in the future.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Perkins reported that there was no meeting and that the Foundation is busy executing their Centennial events in April 2012.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

City Librarian Theyer reported that the Administrative Council met to revise the budget again, has outsourced delivery, and is planning a strategic task force session in May to determine the future of SCLC without State funding.

In response to Chairperson Stapleton's inquiry, she stated that Orange County wants to drop out of SCLC and that dues would need to be adjusted.

Responding to Commissioner Wasserman's inquiry, City Librarian Theyer stated that SCLC is a joint powers authority formed under the California Library Services Act.

Commissioner Wasserman initiated a brief discussion centered on Library vacancies. City Librarian Theyer explained that she has always been empowered to fill temporary appointments and is selectively empowered for permanent fills.

8C. EDUCATION AND SCHOOL RELATIONS

Commissioner Sargent stated that she enjoyed attending the Torrance Education Foundation dinner on March 23, 2012.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She added that Library Assistant 1 Rosie Molina retired so there is another vacancy. She stated that Library's raw statistical reports for January and February 2012 were attached in agenda materials and Commissioners agreed to see the June 2012 statistics that would represent the culmination of the fiscal year.

10. ORAL COMMUNICATIONS

10A. Commissioner Wasserman announced a park cleanup at Entradero Park sponsored by West Torrance Homeowners Association on April 21, 2012.

10B. Commissioner Wengrow stated that her daughter was able to attend Torrance Education Foundation dinner.

10C. Commissioner Perkins encouraged Commissioners to attend the Friends book sale on April 27-28.

10D. Commissioner Sargent announced a Miracle of Living lecture on April 18 and the Riviera Garden Club sale on April 28.

10E. Principal Librarian Wierzbicki discussed the Living Legacies grant received from the State Library. She stated that it would be used to collect oral histories of local veterans and added that she is looking for veterans and volunteers.

10F. Chairperson Stapleton commended the sign-up link for the mailing list on the Library's website and suggested adding a link for directed giving.

10G. Commissioner Ravine requested an excused absence for the May 8, 2012 Commission meeting.

MOTION: Commissioner Wengrow moved to grant Commissioner Ravine an excused absence for the May 8, 2012 Commission meeting. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ross).

10H. MOTION: Commissioner Ravine moved to grant Commissioner Ross an excused absence for the April 9, 2012 Commission meeting. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the May 8, 2012 Library Commission meeting agenda were listed and include: Henderson Library staff report, Friends, Foundation, Youth Council, SCLC, Education and School Relations, outreach reports, Turning the Page advocacy course, first draft review of the Plan of Service, CALTAC training review, CitiCABLE update, City and State budget, and Part-time Employee Recognition.

12. ADJOURNMENT

MOTION: At 8:47 p.m., Commissioner Sargent moved to adjourn the meeting to May 8, 2012 at 7:00 p.m. at Henderson Library, 4805 Emerald Street. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Submitted May 14, 2012 s/ Sue Herbers, City Clerk
